IDW Communiqué

I-MANAGE Data Warehouse: *Your link to DOE's Corporate Business Systems* **March 9, 2006**

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IDW Enhancements – Coming Soon!

IDW will soon be releasing four new Common Reports. Two of these reports use cost accrual data from the Life-to-Date (LTD) Business Area. The first report, COMR005 Administrative Control of Funds Cost Accrual Detail Report, is a transaction daily register for current year cost accrual funds at the LTD or control level. It includes allotments, commitments, obligations, prior year adjustments, commit balance, costs, and payments as well as AFF, B&R, and CID. The second report, COMR006 Liquidation Status Cost Accrual Report, requires the user to select by CID for cost accrual data, and displays LTD cumulative and current year daily transactions for obligations, costs, payments, and revenue with invoices and vendor and contract information.

The other two new Common Reports, COMR007 Paid Travel Invoices Fiscal Summary and COMR008 Paid Travel Invoice Processing Metrics, contain data from a new Business Area named Paid Travel Invoices Performance Metrics. This area provides users access to travel voucher processing metrics by voucher, period, and accounting segment values. It also includes travel details such as number of vouchers, number of holds, travel days, days from travel completion to voucher completion, and days from voucher completion to payment.

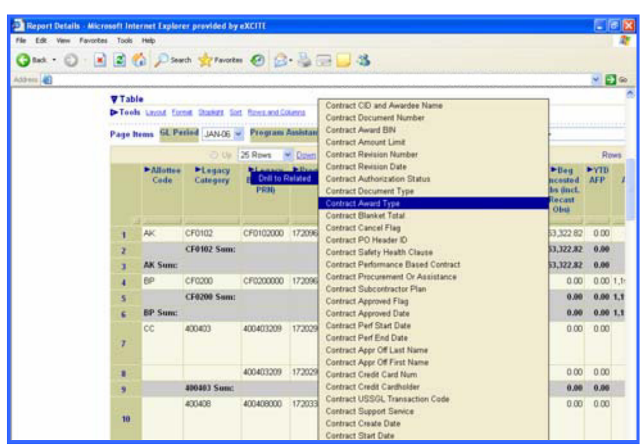
For the existing LTD reports, three new data items are available. They are GL Source, GL Category, and Interest Expense Measure. For now, there are no plans to add these data items to the standard reports; however, Plus users can add them to existing reports. Interest Expense Measure is also available for Status of Obs reports.

Helpful Tips for Reporting in the IDW

This Month's Tip: Drill to Related

Although the standard IDW reports are quite detailed, they must be generic enough for any office to use. The Drill to Related feature is one way that Viewer users can tailor the standard reports to their needs.

For example, you run the SOOA003 Contract Detail report and find that it does not include award type. Instead of waiting for a Plus user to modify the report or working without the detail, you can click a blue arrow icon next to a column heading, select Drill to Related, and add Contract Award Type yourself.



You can add an attribute item if it is related to items already in the report, but you cannot remove it in Viewer. Save your other report changes before you add then, if you want to remove the item, you can Revert to Saved.

An IDW User in Action – Debbi Dove

This month's IDW user in action is Debbi Dove from the Richland Operations Office.

The STARS and IDW Teams met Debbi during the Richland site visit February 6-8, 2006. As an active user of both systems, she spoke about the progress made since go-live. "It was a challenge after conversion, especially with the new processes that were put into place. The responsiveness of both the STARS and IDW Teams has been great. We just work one-by-one through each issue." In the IDW, Debbi has found the addition of wildcard values a "big improvement" and appreciates the addition of the Funds Control reports since much of her IDW activity relates to reconciliation.

The IDW users in Richland have developed a successful strategy in which Plus "super users" provide reports to Viewer users who "like being able to drill down into details off the customized reports." By learning more about the available features in Plus during the site visit, Viewer users better understand what they can request. Of the site visit, Debbi noted, "The time was great. The team gave [us] a lot more tools, tips, and shortcuts to work with. There's a learning curve, but we learned a lot from the team."

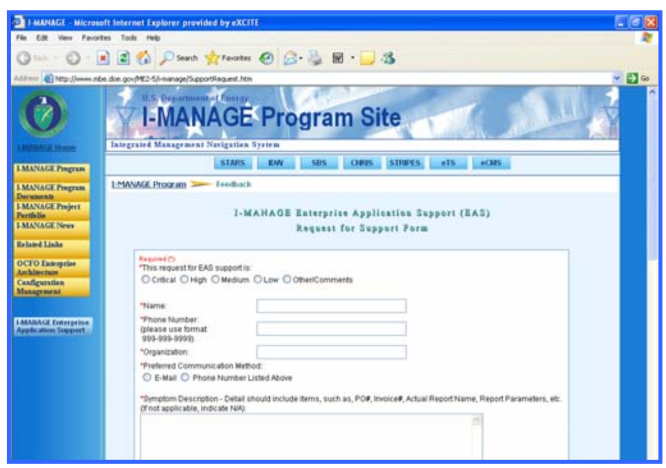
Create Detailed Trouble Tickets Online

The IDW Team is always looking for ways to improve your experience using the IDW; this includes your interaction with I-MANAGE Enterprise Application Support (EAS) and IDW Team members when entering a trouble ticket. Often, we have found that users have to spend a significant amount of time communicating back-and-forth with EAS and IDW just to provide the details of an issue. This is time that users have to take away from their tasks and time that would be better used by the EAS and IDW Team members to actually work on resolving their issues.

To this end, EAS has developed an online form that contains fields for the specific information needed to analyze, process, route, and resolve issues. Through the online form, you can include screen shots (via Submit Form with Attachments) that clearly depict any error messages, transactional details, reports, etc. that you are seeing on your screen. You can also include detailed information in the form itself to help the EAS and IDW Team members review and, as much as possible, recreate your issues. The more detail you provide, the more efficiently EAS and IDW can provide a resolution.

We suggest you include details such as:

- Report name
- Parameters selected
- Expected and Actual results
- Anything new or missing compared to previous experiences



You can access the form online from the IDW Login window by clicking Contact Us or, if you have already logged in, you can access the form by clicking User Resource Page. When the new browser window opens, click the I-MANAGE Enterprise Application Support (EAS) link.

IDW Project Information

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